

3405 - CDBG PROJECTS COORDINATOR

NATURE OF WORK

Responsible for advance, professional and specialized administrative work of a more complex nature in work related to the financial and programmatic compliance with federal regulations and the interrelationship of complex and sensitive community based programs/organizations in order to assure completion of complex projects; and such other tasks as may be assigned by the Housing and Community Development Director and/or the Assistant to the City Manager.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Provides trouble shooting and administrative and technical support for highly specialized, community sensitive and complex organizations and programs.

Assesses performance of various programs/organizations for consistency with stated goals and conformance with overall federal guidelines and program goals and objectives through review of reports and back-up documentation, open lines of communication and on-site monitoring visits.

Recommends actions to mediate and cure program/organization deficiencies and evaluate outcome.

Works with the individual community organizations to help it design program methods that get the best use of their various programs and sources of funding by providing technical assistance on the interrelationship of their programs and the federal CDBG regulations.

Develops and maintains the CDBG Subrecipient Audit Management System in accordance with federal regulations and the Office of Management and Budget Circulars.

Provides technical assistance and support to Miami Beach residents through the attendance of Community Development Advisory Committee meetings and direct technical assistance to applicants for funding during the application for CDBG funding cycle.

Reviews application for funding and analyzes data submitted by applicants for CDBG funding for completeness, eligibility under the Community Development Block Grant Program, and meeting the federal CDBG "national objectives"; requests additional information as needed, and make project and funding recommendations.

Prepares contracts, amendments, commission memos, resolution for a variety of contract situations.

Negotiates CDBG funding with community based organization and assists on the preparation of the community based organization's budget.

Prepares correspondence and other reports required for direction and implementation of projects.

Receives and investigates citizen complaints and other inquiries from the public concerning CDBG funded projects, community-based organizations, the performance of contractors and determines, reports, mediates and prepares responses.

Identifies potential problems and assist on their resolution.

Maintains working relationships with a wide variety of people representing the City, other agencies, and the general public.

Develops information and analysis for the Housing and Community Development Director, the Assistant

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City Manager and the City Manager to use at Commission and other meetings.

Monitors existing contracts to assure compliance with all terms, conditions and specification and maintains and reviews files containing contract, correspondence, documentation, required reports, etc.

Reviews and approves payment requests for compliance with regulations, approved budget, funding source and necessary back-up documentation and any other requirements mandated by the program or contract.

Coordinates with contractor various activities in projects to ensure accomplishment of specific objectives.

Schedules and holds meeting to ensure all phases of the project are in compliance with requirements and to facilitate the flow of information and ideas. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of local building, zoning and housing codes.

Knowledge of the Housing and Community Development Act of 1974, amendments thereto, and HUD implementing regulations.

Knowledge of the various Acts, Executive Orders, and Regulations which apply to the Community Development Block Grant Program.

Knowledge of planning techniques and statistics, especially those required in the preparation of a Housing Assistance Plan.

Knowledge of research techniques and the availability of sources of information.

Ability to communicate effectively and to prepare and present concise verbal and written reports in a clear and logical manner.

Ability to establish and maintain effective working relationships with other employees, City officials, officials of other agencies, and the general public.

Ability to understand and follow complex verbal and written instructions and guidelines.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration or other appropriate field and considerable housing experience. Experience may substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word

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processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

Work is performed with initiative and high degree of independent judgement. Work is reviewed through observation, consultation and review of reports and work product submitted to the Housing and Community Development Director and/or the Assistant City Manager.

SUPERVISION EXERCISED

Usually none.

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